

SAMPLE CONTRACT  
(Should be printed on official letterhead)

\_\_\_\_\_ agrees to provide the *LIBRARY NAME*, with  
(name of presenter/performer)

the following service(s):

\_\_\_\_\_  
\_\_\_\_\_

At \$ \_\_\_\_\_ per presentation, for a total of \$ \_\_\_\_\_.

According to our arrangements your presentation(s) will be at:

<u>Library</u>	<u>Date</u>	<u>Time</u>	<u>Length of Program</u>
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*Name of library or  
Other venue*

Payment for above presentation(s) will be presented on the date of the presentation.

\_\_\_\_\_  
*LIBRARY NAME* Representative (Signature)

\_\_\_\_\_  
Date

Presenter/Performer: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Check to be made payable to: \_\_\_\_\_

Tax I.D. Number: \_\_\_\_\_

\_\_\_\_\_  
Presenter/Performer (Signature)

\_\_\_\_\_  
Date

Please sign one copy and return in the enclosed envelope. Thank you.